

Title:	Bulletin Boards and Posting Requirements	
Purpose:	Establish a policy on employee bulletin boards and posting required notices.	
Issued by:	Labor Relations and Training	Date: February 15, 2005
References:	CS Circulars 769 (5-12-71) and 1166 (5-24-78)	

I. POLICY

Departments shall be responsible for establishing and maintaining employee bulletin boards.

II. GUIDELINES

- A. Bulletin boards are the property of the City and should be in conspicuous locations with reasonable access to every employee in the department.
- B. Departments shall provide unions with designated spaces on available bulletin boards or provide separate bulletin boards upon which unions may post official notices in accordance with applicable contract provisions.
- C. Authorized communications affecting employees shall be posted on the bulletin boards.
- D. Departments must post required Federal and State notices. Refer to Attachment A for a listing of required notices. These Federal and State notices are not required on every bulletin board as long as a sufficient amount are posted and are accessible to all employees.
- E. Employees are responsible for keeping themselves informed of all communications posted by the Employer on the bulletin boards. The Employer will not be held responsible in the event employees fail to keep themselves informed.
- F. Departments shall designate authorized personnel who shall post or remove communications from the bulletin boards.

Attachment A

State Notices:

Notice to Employees – Hawaii Wage and Hour Law (minimum wage and overtime), 3/02

Notice to Employees - Payment of Wages and Other Compensation Law, 12/97

Unemployment Insurance For Workers – (filing for benefits and register for work), 11/00

Notice to Employees - Disability compensation (workers' compensation, temporary disability insurance and prepaid health care), 1/01

Safety and Health – Hawaii Occupational Safety and Health, 9/99

Federal Notices:

Equal Employment Opportunity is the Law, 2001

Your Rights under the Family and Medical Leave Act of 1993, 6/93

Note: A set of all required State/Federal posters may be obtained from the Department of Labor and Industrial Relations Office, 830 Punchbowl Street, Room 321, phone 586-8842.